

**To:** Kumar, Ashij (EC)[ashij.kumar@canada.ca]  
**Cc:** Schardt, James[schardt.james@epa.gov]  
**From:** Barnes, Edlynzia  
**Sent:** Thur 8/18/2016 4:23:55 PM  
**Subject:** RE: Staff Secretariat Call

Ok. I think it's a great idea to have calls weekly up until the forum. However, Jamie and Chris will be out next week so she can decide if she wants to convene those calls beginning the week of August 29<sup>th</sup>. If not, it'll just be myself that's available.

BTW, do you all have a special invitation letter that you sent for the Forum?

**From:** Kumar, Ashij (EC) [mailto:ashij.kumar@canada.ca]  
**Sent:** Thursday, August 18, 2016 11:05 AM  
**To:** Barnes, Edlynzia <Barnes.Edlynzia@epa.gov>  
**Cc:** Schardt, James <schardt.james@epa.gov>  
**Subject:** RE: Staff Secretariat Call

I called in late (sorry) but no need for a call. I'm fine working via email on pretty much anything.

Re. (1) – ok

Re. (2) – AOC tables I figured would get formatted in colour / orientation by the graphics contract. I have a new A6 chapter inserted into the PRP with some minor fig number changes and changed “basin-wide” throughout for consistency – think Mike is still looking at it (except the A6 which we still need to give him) so we can get the ok to send up to our Minister.

Re. (3) – I can send the reminder Mon which won't say much other than “this is a friendly reminder that your draft ppt's are due Aug 31” and maybe explain importance of sending in a draft by then / no slippage. I saw an initial take/outline of an A9 ppt and I told them it needed an overhaul to make it basically more public-friendly. So getting these by Aug 31 is definitely needed – Carla said there's no slippage on this one.

New item (4) Carla wants weekly Chris/Jamie–Carla calls from next week to the Forum. She wants to be able to address and make decisions on issues at these meetings as we're running out of time.

New item (5) Just a note that Tricia Mitchel who was part of our CDN GLEC Secretariat moved back to her old group. So it's just me and Carla atm. We're aiming to get a new person (or 2) hopefully by mid-Sept but not sure if one (or both) will help on Secretariat functions. Attached an updated Co-Leads & Support file.

**From:** Barnes, Edlynzia [<mailto:Barnes.Edlynzia@epa.gov>]  
**Sent:** August 18, 2016 11:47 AM  
**To:** Kumar, Ashij (EC)  
**Cc:** Schardt, James  
**Subject:** Staff Secretariat Call

Hey Ash,

Just called the conference line, but no one joined. My conversation was going to be very brief anyway. Just two updates:

1. We are still waiting for Wendy's OK for the Situation Analysis. I will talk with her today to see if she viewed the clean SA report that you sent last week. I will send you the GLEC email that I have drafted for the two reports. I couldn't think of anything else to add for the SA drafted for the email, so let me know what you think.
2. The PRP has been circulated to the US Annex Co-leads, along with our other federal agencies so I suspect we will get comments back by the 25. Someone has brought to my attention that the AOC tables are hard to read vertically and suggested making them horizontal.
3. We should probably send a reminder to the co-leads about the first draft of presentations for the Forum due August 31<sup>st</sup> sometime next week.

Anything else??

Edlynzia Barnes

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